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**From:** Medina, Nicole (DPH)  
**Sent:** Monday, April 11, 2011 11:21 AM  
**To:** Salemi, Charles (DPH); Nassif, Julianne (DPH)  
**Cc:** Looney, Ann  
**Subject:** FW: FMLA Leave  
**Attachments:** non-FMLA leave request-.doc.docx

Hi Chuck,

I am trying to coordinate and finalize a child care schedule and I am following up in regards to the email I sent on March 29th as I haven't had any response. I was told by HR that I needed to put a request in writing to you regarding the non-FMLA leave so I am not sure what I need to do to proceed with this.

Thanks,  
Nicole

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From: Medina, Nicole (DPH)  
Sent: Tuesday, March 29, 2011 1:29 PM  
To: Salemi, Charles (DPH); Nassif, Julianne (DPH)  
Cc: Ann Looney  
Subject: FMLA Leave

Hi Chuck,

Attached I have outlined return to work date and use of remaining leave times as well as a request for non-FMLA leave and plans for use of that time.

Thanks,  
Nicole